

OTE 86-6313/2

21 FEB 1986

MEMORANDUM FOR:

FROM:

Director of Training and Education

SUBJECT:

Executive Leadership Forum

1. Congratulations on your recent promotion into the Senior Intelligence Service (SIS). Your invitation to join the SIS represents not only an official recognition of your accomplishments in the past but also Agency management's faith in your potential for the future. It is a time of transition and growth. It is also a time to take stock of skills which you have and skills which you may need to acquire to meet the additional challenges before you.

2. The Executive Development Program, sponsored by the Office of Training and Education, is designed to assist you in the transition into the Agency's senior ranks and to provide continuing educational opportunities for all senior executives. The program consists of two major segments: the Executive Leadership Forum, a course required of all newly promoted senior intelligence officers, and an on-going electives program designed to meet the current and changing needs of individual officers.

3. The Executive Leadership Forum has been developed jointly with the Center for Creative Leadership, the designers of the Program on Creative Management. The Center is in the forefront of research on the processes and pitfalls of executive development, and identifying reasons why some executives succeed and why some fail. These issues will be key elements in the one-week program, which is designed to aid you in focusing on present and future responsibilities. The Seminar will be a blend of key speakers, formal instruction, and small group discussions to allow for the maximum sharing of information, perceptions, and concerns among participants.

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SUBJECT: Executive Leadership Forum

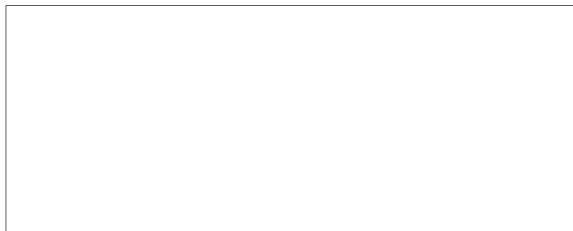
4. Due to the size of your SIS class, there will be two separate runnings. The dates are 28 April - 2 May 1986 and 23 - 27 June 1986.

5. Please submit the attached sheet by **26 February** indicating your preferred week. Allocations will be made on a first-come, first-served basis.

6. All participants are expected to attend a precourse meeting 10 March 1986 in Room 1E74 Headquarters at 1000. At that time, you will receive materials and additional information about the course and training sites.

7. Again, congratulations and welcome to the Senior Intelligence Service.

Attachment



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25X1 OTE/LDD/EDS, [REDACTED] (20 February 86/OTE 86-6313/2)

Orig - D/OTE- For Signature (Return to OTE/LDD/EDS for mailing)

- 1 - D/OTE Chrono ✓
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EXECUTIVE
DEVELOPMENT
PROGRAM

OTE/LDD/Executive Development Staff
1001 Chamber of Commerce Building

25X1
25X1

Telephone:

ATTN:

EXECUTIVE LEADERSHIP FORUM

(Please print or type)

Name: _____

Current Position: _____

Directorate, Office: _____

Room: _____ Building _____

Telephone: _____

I prefer to attend the Executive Leadership Forum during the week
of _____.

I plan to attend the precourse meeting. Yes _____ No _____

Signature

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